

EXAMPLES ON HOW TO SEARCH FOR A VENDOR

Vendor Type	Example	How to search		
		Short Name Search	Name 1 Search	Name 1- Contains
Agencies, ND State	North Dakota Office of Management and Budget; Department of Corrections; Rough Rider Industries	STATE	OFFICE; CORRECTIONS; ROUGH RIDER	ND, DEPT, COUNCIL
Counties, ND	Burleigh, Cass, McLean	COUNTY	BURLEIGH, CASS, ETC	MCLEAN
Cities and Towns, ND	Bismarck, Minot, Wilton, Washburn, etc.	CITIES	BISMARCK, FARGO, ETC.	BISMARCK
School Districts, ND	Bismarck, Cass, Minot, etc.	SCHOOL DIS	BISMARCK, FARGO, ETC.	FARGO
Colleges, ND	UND, NDSU, BSC, etc.	ACRONYM (UND, NDSU)	UNIVERSITY OF ND,	COLLEGE NAME
Big Kmart		KMART		BIG
Boards that are not state agencies	ND State Board of Accountancy	ACRONYM (NDSBA)	ACCOUNTANCY	ND, STATE,
Companies	United Printing	UNITED	UNITED PRI	PRINTING
Councils not state agencies	National 4-H Council	4-H COUNCI	4-H COUNCIL,NATIONAL	ND, STATE, NATIONAL, COUNCIL
Employees		HRMS ID NUMBER		LAST NAME OR FIRST NAME
Individuals		LAST NAME	LAST NAME	FIRST NAME
Vendors whose name starts with 'ND'	ND Advertising Service Inc	ADVERTISING	ADVERTISING	ND
Food Services of America		FSA	FOOD SERVICES OF AMERICA	FOOD
Great Capitol Lunchroom		LUNCHROOM	GREAT CAPITAL LUNCHROOM	LUNCHROOM
Montana Dakota Utilities		MDU	MONTANA	UTILITIES
American Red Cross		RED CROSS	RED CROSS	AMERICAN
United Parcel Service		UPS	UNITED PARCEL SERVICE	PARCEL
ACADEMIES PRESS,NATIONAL Associations	National Academes Press American Colleges and Universities, Assn	ACADEMIES	ACADEMIES	NATIONAL OR PRESS
Post Offices (All) Vendor #310	Bismarck, Minot, Fargo, Wilton, Baldwin, Hague, Steele, New Salem, etc.	US POSTAL	US POSTAL SERVICE	POSTAL

Purchase Order Lookup – explanation of the fields.

Vendor:	Vendor ID	Vendor's number
	Short Name	See the table 'Examples on How to Search for a Vendor' for examples
	Name 1	DBA's AKA's or vendors business name
	Name 2	Legal name
	Our Customer Number	Last 4 digits of vendor's TIN number or show if a vendor has been inactivated.
	Old Vendor ID	
ID:	Vendor ID	Vendor's number
	Short Name	See the table 'Examples on How to Search for a Vendor' for examples
	Name 1	DBA's AKA's or vendors business name
	Name 2	Legal name
	Our Customer Number	Last 4 digits of vendor's TIN number or show if a vendor has been inactivated.
	Old Vendor ID	

Voucher Vendor Lookup– explanation of the fields.

Vendor	Vendor ID	Vendor's number
	Short Name	See the table 'Examples on How to Search for a Vendor' for examples
	Name 1	DBA's AKA's or vendors business name
	Name 2	Legal name
	Our Customer Number	Last 4 digits of vendor's TIN number or show if a vendor has been inactivated.
	Old Vendor ID	
Name 1	Short Name	See the table 'Examples on How to Search for a Vendor' for examples
	Name 1	DBA's AKA's or vendors business name
	Vendor ID	Vendor's number
	Default Location	The location designated as a default.
Location	Use the Location to select an address. Because all of the 1099 reporting and ACH information is attached to the locations and not the address.	
Address	Do not use this lookup to change an address.	